

## Running Effective Meetings

Participants will leave this workshop with greater confidence when leading meetings and a number of “tools” in their meeting management toolkit. Depending upon the level of experience, we start with a review of the nuts and bolts of effective meeting management. Through sharing of experiences and actual facilitation of mini-meetings, we will identify topics and strategies that need more of our attention. We will also learn a unique approach to Collaborative Problem Solving and Decision Making during meetings in which everyone participates. This method has proven to reduce meeting time by up to 50%! Here are some learning objectives and competencies for this class:

- Understand how adults learn best and the impact this has on meeting participant’s behavior and accountability
- Confident in using meeting guidelines, particularly for beginning and ending meetings on time
- Knowing your strengths and areas of growth as a meeting facilitator
- Comfortable with using Parallel Thinking as a meeting management tool